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CITY OF HOUSTON

Job Posting

Applications accepted from: ALL PERSONS INTERESTED

Job ClassificationAdministrative AidePosting NumberPN# 103312DepartmentHuman ResourcesDivisionBenefitsSectionEligibilityReporting Location611 Walker, 4th floorWorkdays & HoursM - F, 8 AM - 5 PM*

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*Subject to change

9 | DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Produce and send invoices to direct premium payors.
- Log/track.payments received from direct premium payors.
- Process requests for LWOP information.
- Update payment report.
- Produce and send COBRA packets for terminated employees.
- Produce COBRA packets for dependents upon request.
- Assist callers with questions.
- Assist with transportation program management.
- Other related tasks as assigned.

10 *WORKING CONDITIONS:*

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 *MINIMUM EDUCATIONAL REQUIREMENTS*:

Requires a high school diploma or GED.

12 *MINIMUM EXPERIENCE REQUIREMENTS*:

Two years of clerical or administrative experience are required.

13 <u>MINIMUM LICENSE REQUIREMENTS</u>

None

14 PREFERENCES

Preference will be given to candidates with benefits experience; proficiency in Microsoft Word and Excel; excellent communication skills; good mathematical ability; ability to coordinate multiple tasks.

15 | SELECTION/SKILLS TESTS REQUIRED

None

16 SAFETY IMPACT POSITION □Yes ☑No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 10</u> \$723 - \$962 Biweekly \$18,798 - \$25,012 Annually

18 *OPENING DATE* March 2, 2005

19 *CLOSING DATE* March 8, 2005

20 <u>APPLICATION PROCEDURES</u>

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD** (Telephone Devise for the Deaf) is (713) 837-9496.

An equal opportunity employer